**RFP**

**REQUEST FOR PROPOSAL**

**FOR**

**SPECIAL EDUCATION (SPED) ASSESSMENTS RELATED TO INDIVIDUAL EDUCATION PLANS (IEPs)**

**AT**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL**

**PROPOSALS MUST BE UPLOADED TO:**

**https://app.smartsheet.com/b/form/67f94cd1cf344e98b47cf27a2b3b48df**

**NO LATER THAN 12 NOON JUNE 20, 2019**

**MAYA ANGELOU PUBLIC CHARTER SCHOOL**

**REQUEST FOR PROPOSALS**

**FOR SPED ASSESSMENTS RELATED TO IEPs**

1. **Overview of Facility**
2. Maya Angelou Public Charter School (MAPCS) is located at 5600 East Capitol Street NE, Washington DC 20019. Our mission is to create learning communities in lower income urban areas where all students, particularly those who have not succeeded in traditional schools, can succeed academically and socially.
3. **Intent and Definitions**
   1. The term “MAPCS” or “See Forever Foundation” means Maya Angelou Public Charter School.
   2. The term “contractor”, “consultant” or “bidder” means the responsible bidder.
   3. The term “successful contractor” or “successful bidder” refers to the bidder awarded the contract.
   4. The term “services” refers to any and all deliverables and services provided by the successful contractor.
   5. The term “SpEd” refers to Special Education.
   6. The term “IEP” refers to an individual education plan.
   7. The term “IDEA” refers to Individuals with Disabilities Education Act.
   8. The term “MDT” means a **multidisciplinary team, which includes** parents and professionals with different areas of expertise who come together for the purpose of looking at an individual child's educational program.
4. **Goals of this RFP**
   1. MAPCS is seeking proposals for a consultant to serve as a partner to assist MAPCS in providing special education services to students that is in compliance with IDEA.
5. **Contractor Requirements**
   1. Provide staff who:
      1. Are licensed
      2. Passed a background check that meets the requirements specified in DC regulations to work with children
      3. Have experience working with at-risk youth
      4. Are extremely knowledgeable with IDEA, its regulations and implementation
   2. Comply with FERPA, HIPPA, and other applicable laws
   3. Be eligible to conduct business in the District of Columbia
6. **Scope of Service**
   1. Provide SpEd services, especially those identified in students’ IEPs and in compliance with IDEA, including, but not limited to:
      1. Psychological testing and timely written reports
      2. Attend IEP and MDT meetings
      3. Assist in the development of IEP goals and objectives
      4. Write progress notes related to services provided
      5. Comply with documentation of service in EasyIEP, Random Moment Time Studies, and SEDS
      6. Complete Functional Behavior Assessments (FBAs) and Behavioral Intervention Plans (BIPs)
      7. Perform other related duties as assigned by MAPCS in a timely fashion
   2. Typical assessment services include:
      1. Psychoeducational evaluation
      2. Clinical evaluation
      3. Comprehensive evaluation
      4. Intellectual disability evaluation
      5. Psychoeducational and ID evaluation
      6. Vocational assessment
      7. Evaluation addendums
      8. Other services as needed
   3. Administration requirements, include but are not limited to the following:
      1. Attend IEP/eligibility meetings
      2. Provide consultation as needed
      3. Participate in weekly check-ins (format can vary from phone call, in-person, or email)
      4. Other administrative assistance as needed
7. **Evaluation Criteria**
8. The following criteria will be used to evaluate each proposal:
   * 1. Cost
     2. Compliance with the RFP
     3. Experience
     4. Quality
     5. References
     6. Company’s mission/ involvement with DC community/CBE
9. MAPCS will evaluate each proposal. Cost will not be the sole factor when awarding the contract. MAPCS reserves the right to reject any or all proposals.
10. MAPCS reserves the right to negotiate further with the successful bidder. The content of the RFP and the successful contractor’s proposal will become integral parts of the contract but may be modified by the provisions of the contract.
11. As MAPCS is committed to serving the DC community, consideration will be given to businesses based in Washington DC that employ district residents.
12. **Contractor Expectations**
13. All inquiries regarding technical specifications and questions can be emailed to Russell Waller at rwaller@seeforever.org.
14. Allowances will not be after contractor’s proposal is received due to oversight, omission, error, or mistake of the contractor.
15. **Eligibility**

a. To be eligible for award, the contractor shall:

1. Legally able to conduct business in the District of Columbia
2. Be eligible to receive funds from federal grants (not be on the exclusion list at SAM.gov)
3. Include three references
4. **Bid Details/Required Submittals**
5. The bid must include:
   * 1. Detailed proposal to realize the goals in this RFP
6. Clear price breakdown by evaluation type, services, and administration fees
7. Details of what administrative services are included for each of the assessment listed in 5(b)
8. Proof of certification/license to provide assessment services
9. Proof of liability insurance
10. Whether your company is a small business, based in DC, or a Certified Business Enterprise
11. Three references
12. Proposal must be signed by an officer of the contractor who is legally authorized agent to enter into a contract.
13. MAPCS reserves the right to consider proposals with minor variances with respect any specific requirements specified herein but judged to meet the intent of this specification. Such waivers shall not modify any remaining RFP requirements or release contractor from full compliance with the RFP specifications if awarded the contract.
14. **Bid Proposal Acceptance and Information**
15. All bid proposals will be accepted until **12:00 PM on June 20, 2019**.
16. Interested vendors will respond to the advertised Notice of RFP via upload to <https://app.smartsheet.com/b/form/67f94cd1cf344e98b47cf27a2b3b48df>
17. Complete RFP details can be found at [www.seeforeverorg/request-for-proposals](http://www.seeforeverorg/request-for-proposals)/.
18. Any proposal received after **12:01 PM on June 20, 2019** is deemed non-responsive and will not be considered. Proposals will not be accepted by oral communications, telephone, electronic mail, telegraphic transmission, or fax.
19. All costs attributable to the preparation of a proposal or any presentation required to supplement or clarify the proposal are borne by the contractor.
20. MAPCS will rank the proposals in terms of meeting the requirements of this RFP. Additional information may be sought from contractor during the evaluation period.
21. All proposals will remain valid for a minimal period of 45 days subsequent to the RFP closing date.
22. All information submitted in response to this RFP will become the property of MAPCS and may be open to inspection by members of the public.
23. **Award**
24. The successful contractor shall enter into a contract for the performance of the work proposed and the contract shall incorporate all applicable provisions of this RFP.
25. MAPCS reserves the right, in its sole discretion, to award the contract to another contractor if contract negotiations do not appear successful.
26. **Payment Arrangements**
27. Unless the contract stipulates otherwise, payment will be made as follows:
28. Orders will be invoiced by Contractor. MAPCS will make payment within thirty (30) days of receiving the invoice.
29. If MAPCS makes the payment within fourteen (14) days from receipt of the invoice, a three percent (3%) credit of the invoiced amount will be credited to the next invoice. There is no credit or penalty if this payment is not received in this window.

**14. Bid**

a. In accordance with the provisions of the proposal, the undersigned hereby proposes to furnish all labor and materials to provide SpEd assessments and support in compliance with IDEA. In addition, the undersigned hereby proposes to provide tutoring services at Maya Angelou Public Charter School located at 5600 East Capitol Street NE, Washington DC 20019.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: FULL NAME: (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. Please attach your detailed bid. It must include proof of licensing, liability insurance, workman compensation for contractor’s employees, warranties, etc.